



KADOW BUSINESS GROUP

مجموعة قذو للأعمال

Environment, Safety & Health Plan

Project Title:

Contractor:

Contract No.:

Date:

Prepared by:

Approved by:

Date:

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Environment, Safety and Health Plan

1. General Statement

The owners and top managers of Kadow Business Group deep well drilling company are fully aware that, all the employees of the company working in the jobsite (including all subcontractors and their employees), are entitled to perform their tasks in a healthy and safe job place.

The top company's management is also aware of the responsibility towards the community by preventing any potential pollution to the environment and preserving the safety and health of other people, who may be affected by work activities of the company.

To meet the above specified objectives in matters concerning environment, safety and health, the company obliges itself to provide all required information, authority, support, equipment, training, coordination and manpower to fulfill this plan.

Competent people will be appointed to assist us in meeting our duties including, where appropriate, specialists from outside the company.

The successful implementation of this plan requires full commitment from all levels, from management to the workers. Each individual has a moral obligation to take reasonable care for his (or her) own health and safety, and for the safety of other people who may be affected by his (or her) acts or omissions.

This plan will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of organizational changes.

2. Allocation of responsibilities

2.1. The general manager accepts overall responsibility of all matters regarding health and safety of employees and the protection of the environment in the jobsite.

2.2. The project manager is mainly responsible in ensuring that the essence of the environment, safety and health plan is fully acknowledged and implemented by all employees. He is also responsible in facilitating the task of the safety department and all relevant activities in site including heading of the safety committee.

He is also responsible in facilitating the task of the safety manager and site safety personnel.

2.3. Managers (supervisor) are responsible for ensuring that the safety policy is implemented within their own departments.

Managers must monitor the work place to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified.

Management (supervisors) duties include the following:

- i) To ensure that employees, sub contractors and visitors are aware of health, safety and environment protection procedures.**
- ii) To ensure that all equipment, tools and materials are suitable for the tasks and are kept in good working condition; this includes the regular maintenance and servicing of equipment.**
- iii) To provide adequate training information, instruction, supervision and inspection to ensure that all works are conducted safely.**
- iv) To take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.**
- v) To bring to the prompt attention of the top management any health and safety issue that requires their attention.**
- vi) To ensure that all accidents and near misses are properly notified, reported and investigated.**

2.4. Site manager (job leader or construction site manager) responsibility includes the following:

- i) To make sure that all employees carry out their work in accordance to safety working procedures.**
- ii) To ensure that all information relating to health, safety and environment issues are communicated to all employees.**
- iii) To notify and report accidents, near misses or property damage.**
- iv) Not to undertake any task for which authorization has not been given.**
- v) To ensure that safety barriers, tags and signs are kept in place.**
- vi) To make sure that all employees wear personal protective equipment in accordance with the safety requirements.**

2.5. The safety inspector is mainly responsible in making sure through training, communication and inspection that all work activities are implemented in accordance to the acknowledged safety procedures.

3. Fire safety

3.1 Company's statement

The company recognizes that fire is a devastating potential hazard, which may be encountered, in different activities executed in the workplace.

The company emphasizes that, in case of fire all efforts must be in advance made to save the lives of employees, visitors or other people affected by activities of the site.

The company will take all required steps to prevent or minimize the probability of fire. However, the company acknowledges that despite these measures it cannot be assumed that fire will never break out. Fire fighting procedures shall be known to every single employee working in the site. Fire fighting equipment should be made accessible and ready for use.

3.2 Arrangements to provide fire safety in site

The safety inspector will carry out periodic inspections and assessments to identify fire risks and ensure that all the required precaution are implemented. It must be ensured that housekeeping standards are such as to minimize the risk and development of fire.

Suitable control will be exercised over subcontractors operations and the fire risk associated with such operations. All subcontractors working in site shall be bond, under the terms of their contract, to comply with the company's commitments.

3.3 Arrangements to provide fire fighting equipment

In consultation with the safety officer, the project management should provide all purpose dry chemical powder fire extinguishers in sufficient quantity. Extra number of fire extinguishers shall be stored in the general store to replace the used and damaged ones.

It is the duty of the safety inspector, with coordination with site managers to train all the employees about how to combat fires using a fire extinguisher. To this end drills shall be conducted with the participation of related employees.

3.4 Gas oil tank and generators safety precautions

As part of the fire precaution policy in the work place, special attention will be provided to the area where the gas oil tank and generator is located. This location will be regarded as top hazard, where the following measures will be ensured:

- 1- Lockout/ tag out procedure will be strictly imposed on the gas oil tank- generator system (Sec.15).
- 2- High housekeeping standards will be adopted (Sec.10).
- 3- Smoking will be strictly prohibited.
- 4- Signs showing that smoking and use of naked flame is prohibited will be displayed (Sec.17).
- 5- All authorized employees to deal with gas oil tank-generator system will be properly informed and trained about environment, health and safety issues.
- 6- Fire fighting extinguishers will be provided.
- 7-All welding, cutting and grinding activities will be prohibited in the vicinity of the gas oil tank-generator system.

3.5 Electrical safety

Since in construction sites most fires are the result of electrical appliances, control boards and/or wiring, thus the following measures will be taken to prevent fires of electrical origin:

- 1- Arrange for testing and inspection of fixed electrical installations and portable appliances in accordance with the current edition of the institution of Electrical Engineer's Regulations for Electrical Installations (equivalent to B S 7671).
- 2- Take appropriate precautions to reduce the risk of ignition of electrical equipment or other source of ignition in any areas where combustible materials or flammable liquids are used.
- 3- Arrange of inspection and tagging of portable electrical equipment intended for use in site. The inspection shall be preformed by a competent inspector and at regular intervals.
- 4- Temporary connections and joints should be avoided.
- 5- As far as practicable the use of adapters and extension leads shall be avoided.
- 6- At the end of the working day complete isolation of the entire electrical installation must be secured by the service electrician.

3.6 Fire extinguishers

It is the responsibility of the project management to supply the required quantity of fire extinguishers suggested by the safety inspector. All supplied fire extinguishers must be manufactured according to BS EN 3 and BS 5423.

It is the responsibility of the safety inspector to:

- 1- Inspect all supplied fire fighting extinguishers before introducing them to the work site.
- 2- Tag all fire extinguishers. The tag shall include the number of the extinguisher, location, type, capacity, inspection date & name of inspector.
- 3- Provide information for all employees of the proper way to use fire extinguishers.
- 4- Perform fire drills in site.
- 5- Inspect fire extinguishers on regular basis (every tow weeks).
- 6- Coordinate with the purchasing committee to refill the extinguishers.

3.7 Reporting fires

Fires are regarded as accidents if they cause even minor damage; if they don't then they are regarded as a near miss. Reporting procedures will be as described in (Sec.7).

3.8 The fire brigade

If an emergency should arise involving fires, the fire brigade shall be summoned to the scene of the fire without delay. It is the responsibility of the safety department to make sure that the fire brigade has been summoned and to facilitate their mission upon arrival.

The procedures to deal with emergency situations are discussed in (Sec.6).

4. Emergency preparedness

4.1 Company's statement

The company recognizes the need for a detailed emergency plan that describes the action employees shall take in an emergency situation. The emergency plan shall also include the allocation of gathering points, stating authorities, communication facilities and evacuation procedures.

The emergency plan shall take substantial consideration to emergency situation resulting from military actions in or in the vicinity of the site project.

4.2 Emergency situations

Beside military actions, the emergency situations considered in the emergency plan will include:

- Fires.
- Explosions.
- Flood.
- Multiple injuries.

4.3 Responsibilities

The emergency plan shall be prepared by the safety manager, approved by the project manager and submitted to the contractor.

The safety inspector will ensure that all employees are entirely aware of their role in case of emergency.

- The project management will regularly review and revise the emergency plan in case of any change in its details (for example new appointments of staff). The revised plan will also be submitted to the contractor and all employees informed about the revisions.

5. Accidents and near misses reporting

5.1 Company's statement

The company will adopt a procedure to ensure that proper reporting is executed, when an employee, subcontractor or visitor experiences an accident, near miss or dangerous occurrence in the workplace during the course of their employment.

For the purpose of this plan, brief definitions and examples are given below.

Accident: an unplanned event, which causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.

Near miss: an unplanned event, which does not cause injury or damage, but could do so. Examples include: articles falling near people, short-circuits in electrical equipment.

5.2 Procedure of reporting accidents and near misses

It shall be fully understandable to every employee working in site, that he is responsible in reporting to his foreman, any accident or near miss. No injured employee is permitted to leave the site without reporting first to his foreman.

Each site manager has a responsibility over a certain site (geographical or territorial responsibility). Should an accident or a near miss take place in his site, the site manager has the direct responsibility of immediately reporting the incident to the safety inspector (see enclosure#2).

The project manager shall, through the line of management, hold any site manager accountable, if he failed to report an accident or a near miss taking place in a site under his supervision.

The safety inspector will ensure that a form is filled (see enclosure#2) and signed including all initial information about the incident. If there is any injury, an injury report should be filled (see enclosure#3). If there is a severe injury or massive loss of property, the project manager should be informed without delay. However, all accidents and near misses shall be submitted to the project manager at the end of a working day. It is for the project manager's judgment to order investigation of causes for certain accidents and near misses to prevent reoccurrence. The contractor shall be informed through a bi-weekly report about accidents and near misses taking place in the sites.

In addition to daily reporting, it is the duty of the safety inspector to draw the attention of the project manager, if a relationship is noticed between accidents and a specific working procedure.

The safety department shall through orientation, training and safety meetings continuously remind supervisors of their limits of responsibility in reporting accidents or near misses.

First aid personnel may deal with an injury, however, if an emergency arises, an ambulance must be called at the first opportunity. Any accident involving an emergency must be reported to the project manager immediately.

Before returning to work after a work related injury, the injured employee shall present a medical clearance from the medical clinic.

Employees who are absent as a result of an accident at work must keep the company informed of their progress, up to and including a return to normal duties.

5.3 Photographic documentation of accidents

If an accident or a near miss is reported, where a major injury or property damage takes place, the safety inspector should ensure that photos from different angles are taken to the location of the incident.

All photos should be secured in the project management's office. The photos must be properly classified and documented.

6. Environment protection

6.1 Company's statement

All reasonable measures will be taken to prevent any damage to the surrounding environment due to activities executed by the company in the workplace.

Full cooperation of management, staff and subcontractors is expected to ensure that no pollution however minor would occur in the workplace.

6.2 Potential sources of pollution

The following are the most probable source of pollution in the workplace:

- 1- Gas oil leakage from tank or generator.
- 2- Engine oil leakage from vehicles or equipment.
- 3- Improper method of changing oil for vehicles or equipment in the workplace.
- 4- Improper disposal of trash lumbers or waste.

6.3 Organizational measures

- 1- Provide inspection of all vehicles and equipment to make sure they don't leak oil. The inspections shall be conducted by the operator, any vehicle or equipment leaking shall be reported.
- 2- All drivers and operators shall be informed in written about the restriction of causing any damage to the environment. They shall all sign a clear acknowledgment of commitment statement about this issue.
- 3- If for any reason a driver or operator failed to comply with the commitment, the project manager shall hold him accountable and take disciplinary action.
- 4- Housekeeping measures are also regarded as contributing measures to protect the environment (see sec.11).

7. Housekeeping

7.1 Company's statement

Poor levels of housekeeping are a common cause of injuries, fires and property damage. Poor working practices and organizational deficiencies are the main reasons for the low standards of housekeeping.

To achieve a safe working place, the company acknowledges the need to specify the responsibilities for housekeeping in the workplace.

The project manager is responsible through the line of management in securing a high level of housekeeping in the workplace. He is fully authorized to take accountability actions against any employee neglecting housekeeping instructions.

In case of existence of potential hazard due to poor housekeeping, the safety inspector shall notify the site manager. If no action has been taken, a written notification shall be submitted immediately to the project manager to take corrective actions. Workers are responsible in not allowing waste material to accumulate.

7.2 Organizational arrangements for housekeeping:

- 1- Construction areas will be cleaned on a regular basis. Rubbish scrap lumber, waste material will be removed in a manner not causing any pollution to the environment. Special care should be taken in disposal of combustible liquid wastes using designated containers.
- 2- Employees shall always be reminded of their duty in keeping their workplace tidy. This is done through passing information, signs, training and safety meetings.
- 3- Storage areas will be allocated beforehand within the workplace in such a manner not to obstruct transportation lines and access to fire protection equipment.
- 4- Electrical-welding leads, extension cables, cords and other temporary systems shall be kept off the walking surface in an elevated position.

8. First Aid

8.1 Company's statement

The company is committed to providing at least one employee in every drilling crew or construction team, who is adequately trained to act in case of injury. To this end, the company will provide information and training on first aid to employees to ensure that requirements are met. The safety inspector is responsible in following up that there is at least one trained employee in every workplace.

8.2 First aid personnel:

First aid personnel are qualified people, who have received training and passed an examination in accordance with health and safety requirements. First aid personnel will be provided with retraining at regular intervals in order to ensure that their skills are maintained.

8.3 First aid kits

First aid kits will be provided within the workplace to ensure that there are adequate supplies for the nature of hazards involved. All first aid boxes will contain at least the minimum supplies which are required.

First aid boxes will be positioned in obvious and accessible locations. The boxes will be maintained and restocked when necessary by the safety inspector with coordination with the purchasing committee.

9. Personal protective equipment (p.p.e.)

9.1 Company's statement

For the purpose of providing safety to employees, the company regards p.p.e. as (the last defensive line), when the risk presented by a work activity cannot be controlled by other means.

The company will as a general policy provide p.p.e. with the best specifications and from trusted manufacturers. It is the responsibility of the company to provide proper information and training about the selection, use and maintenance of p.p.e.

To ensure that all subcontractors comply with safety precautions, the company obliges itself to supply all required p.p.e. for the employees of the subcontractor.

9.2 Arrangements

The project management will:

- i) Provide samples of required p.p.e. to seek the approval of the contractor for using them in the site.
- ii) If the approval is granted a sufficient quantity of p.p.e. for the use of all employees will be supplied.
- iii) Arrange for adequate accommodation for correct storage of p.p.e.
- iv) Work out a plan of distribution of p.p.e. among the workers.
- v) Replace damaged p.p.e. at no cost to the employee.
- vi) Follow up the use of p.p.e. and hold accountable any employee refusing to wear them.

9.3 Training of employees

The safety department will ensure that every employee working in the site (including subcontractors) will be informed about the importance of using p.p.e. to prevent injuries and illnesses. The employees should also be informed that wearing p.p.e. in site is not optional but compulsory. The acknowledgement of the above mentioned information should be made in written, where all employees have to sign that they accept the regulations of using p.p.e. in the site and they will adhere to it.

9.4 Eye protection

All employees must wear safety glasses manufactured according to BS EN standards on the workplace. Employees using grinders will wear face shields or goggles. Additional eye and face protection shall be used as necessary to prevent eye and face injuries as in the case of welding works.

9.5 Hard hats

All employees must wear hard hats manufactured according to BS EN standards on the workplace. Hard hats will be nonconductive and the bill shall be worn in the front at all times.

The following colors will be considered:

- White : Engineers.
- Blue : Foremen and workers.
- Red : Safety.
- Green : Administrative.

9.6 Safety shoes

All employees working in the site must wear sturdy leather work safety shoes with metallic front to cover the toes. All the supplied shoes must be manufactured in accordance to BS EN 344.

9.7 Safety harnesses

Safety harnesses must be worn and properly tied to a reliable rigid support when working in places higher than 1.8 meters from natural ground level or floor. Safety belts are not permitted to substitute safety harnesses. The site manager is responsible in ensuring that workers are using safety harnesses in a proper and safe manner. All safe protection equipment must be manufactured in accordance to BS EN 358,362,363 and 364.

9.8 Masks, ear protection, gloves and other p.p.e.

The safety department will be consulted to state which of these p.p.e. must be used in the workplace for specified works on site. They must be manufactured to the relevant national or international standards.

10. Work permits

10.1 Company's statement

The company acknowledges that non-routine works can produce health or safety risks over and above these normally encountered in the workplace. Work permits are designed to check that all eventualities have been considered when planning and organizing such activities and are an effective mean of minimizing any risk involved.

10.2 Activities which require permits

The following are the activities, which require permits before commencing any work:

- 1- Welding.
- 2- Lifting of heavy articles.
- 3- Entry into confined spaces.

10.3 Information and training

The safety inspector will provide the necessary information and appropriate training to ensure that employees, supervisors and subcontractors are fully aware of the permits in use and are competent to undertake the tasks and conditions prescribed in permits.

10.4 Issuing of permits

The site manager will fill a form of permit and seek first the approval of the safety inspector, who will ensure that all environment, health and safety measures are provided.

Then the permit will be submitted to the supervisor for his final approval. Every permit should be issued in three copies, the first copy to be available at the site of the work, which is permitted by the work permit, the second will be kept with safety inspector, while the third will be kept in the administration department tied to the project manager.

11. Lockout / tag out procedure

11.1 Company's statement

The company recognizes the need for a procedure to ensure that no accidental operation of systems or equipment take place, when such operation could cause injury to personnel.

The implementation of this procedure requires the total cooperation of management, services department, safety department and staff, as well as any subcontractor hired to carry out work involving electrical equipment.

In the workplace the lockout /tag out procedure will be applied to the following equipment:

- 1- Valve of gas oil tank.
- 2- All electrical distribution boards.
- 3- Generator's control board.

11.2 Responsibilities

The site manager will suggest to the supervisor the names of authorized employees to operate all systems, equipment and machinery in the workplace.

When the approval of the project manager is granted the names of the approval of the authorized employees will be included in the tags to clearly identify the responsibility of operating the systems in the workplace.

In order to enforce the lockout / tag out procedure, strict accountability measures shall be taken by the project manager against any employee not complying with the procedure and causing unauthorized operation.

The safety inspector shall through inspection, make sure that all tags are in place and adhered to. Any noncompliance with the procedure should be immediately reported to the project manager.

11.3 Lockout and tag out devices:

- All working and prohibition signs included in the tags will be executed in accordance with BS EN standards.
- The devices will be made of materials capable to withstand the environment to which they are exposed.
- Self-locking, one-piece nylon cable tie will be used to attach the tag to the designated equipment.
- The tag will include the name(s) of employee(s) authorized to operate and the date of applying the tag.
- Prohibition statements should be used to clearly warn the non authorized person about the consequences resulting from system energization such statements are:

Do not open, Don not close, Do not operate, Do not energize, Do not start.

12. Compressed gas cylinders

12.1 Company's statement

The company acknowledges the potential hazards that may accompany the handling, transport, storage, distribution, use and disposal of any compressed gas cylinder or the gas contained in it. It is the intention of the company to minimize the degree of risk associated with compressed gas cylinders.

Since many parties are involved in dealing with compressed gas cylinders, complete cooperation off all members of management and staff is required to meet health, safety and environment requirement. The safety inspector will be responsible in communicating all needed information to all parties dealing with compressed gas cylinders in accordance with the E, S & H policy.

12.2 Safety requirement in handling, use and storage of compressed gas cylinders:

- 1- All cylinders must be thoroughly checked before introduction to works. If the cylinder is damaged or has defective valves it should be tagged (defective do not use), reported and never be used.
- 2- Specialized hand trucks should be provided for safe handling and transportation of compressed gas cylinders in the workplace.
- 3- All cylinders must be tagged to show whether it is full or empty.
- 4- All cylinders must be kept in upright position tightly tied to the wall or support and never rolled on the ground.

12.3 Management measures:

- 1- Making sure that every employee in the workplace is fully aware of the potential hazards of the compressed gas cylinders. This can be achieved through orientation, training, safety meetings, leaflets and warning signs.
- 2- Before commencing any work involving the use of compressed gas cylinders, the supervisor (foreman) must discuss with the working team the hazards of the job, work procedures, safety precautions and p.p.e. All the members participating in this discussion should sign a report documenting this discussion.

The safety inspector, using a checklist, will check that all cylinders in site are treated in the right manner and in accordance with safety instructions.

13. Safety signs

13.1 Company's statement

The company recognized that employees in site must be continuously warned about hazards reminded about mandatory rules and informed about prohibition measures. To meet this objective safety signs must be posted through out the working place.

13.2 Material and design

The safety signs will be provided and / or manufactured in accordance to applicable BS EN standards.

13.3 Responsibilities

The safety inspector is responsible in selecting locations, where the sign will be posted, in informing the employees about the significance of colors in the signs and the accountability measures against employees failing to comply with messages stated in the safety signs.

14. Driving:

14.1 Company's statement

Employees need to recognize the specific risks involved in driving vehicles as part of employment and full range of factors that may affect these risks.

The company recognizes that the use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties. The company recognizes that the occupational risks associated with driving are related to a wide range of factors including:

- a) Driver competence.
- b) Vehicle fitness for purpose.
- c) Shift working and total hours worked.
- d) The nature of the goods being transported.

The company is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on company business.

14.2 Arrangements for securing the safety of drivers:

The company acknowledges that those driving on company business may be at increased occupational risks related to:

- i) Fatigue;
- ii) Stress;
- iii) Working alone;
- iv) Unforeseen events.

The company recognizes that procedures need to be developed and maintained to reduce these risks and to take steps to effectively manage those that cannot be avoided. To this end the company will:

- i) Ensure that all those driving on business are competent and fit to do so (driver's licenses issued by local authorities is regarded as a minimum requirement).
- ii) Provide any additional training that may be deemed necessary to reduce driving related occupational risks.
- iii) Ensure through inspection and maintenance that company vehicles are suitable for their purpose.
- iv) Provide and maintain additional tools and equipment necessary for emergency case.

14.3 Fitness of the vehicle

The company will ensure that vehicles used in journeys are suitable to the purpose of the journey and suits any load being transported.

14.4 Breakdown and repair

The company will ensure that drivers have adequate access to technical and personal support in the case of breakdown or accident. These services will be provided on a prompt and reliable manner by competent persons.

14.5 vehicle maintenance

The company will make sure that competent personnel maintain all vehicles registered for use on company business to a sufficient standard.

14.6 Safe working hours

Drivers will be required to maintain their driving hours within sensible limits. In addition, the company will take all measures to develop a culture of risk awareness in all drivers. No employee driving on company business will be encouraged to drive in a manner that may increase the risks to themselves or to other road users.

The company will take all measures to ensure that journeys are sensibly scheduled, that unnecessary travel is reduced to the minimum and any loading/unloading. No driver will be encouraged to extend his working hours in a manner that may increase his own risk of accidents or injury or those of other road.

14.7 Driver training:

The company will take all necessaries to ensure that those who drive as part of their employment are eligible and competent to do so. As part of this the company will provide sufficient driver training and education to make sure that drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken on company business. This training may include:

- i) First aid procedures.
- ii) Breakdown procedures.
- iii) Loading / unloading equipment and techniques.

15. Well Drilling

15.1 Company's statement

The company fully recognizes the hazardous associated with well drilling since many mechanical activities are included in the process. The health and safety of the drilling crew is regarded as top priority and no work will be commenced unless comprehensive safety precautions are implemented.

15.2 Responsibilities:

It is the duty of the project manager to appoint high-qualified site supervisors, who can manage to fulfill the job of drilling without jeopardizing the health and safety of their crewmembers.

It is the responsibility of the drilling supervisor to ensure that all crewmembers have enough knowledge in the nature of the work and perceive the magnitude of hazards encountered in the process of drilling.

It is the responsibility of the site supervisor to make sure that all his crewmembers are aware of the hazards associated with the drilling process, acknowledge and implement safety procedures to minimize the impact of these hazards.

15.3 Prior to drilling safety meetings

Prior to commencing drilling works, the site supervisor will conduct a meeting with all crewmembers to discuss in details the step by step procedure of drilling, expected hazards and safety precautions to be adopted. In such meetings the crewmembers should be reminded about the vital role of wearing p.p.e.

It is expected that such meetings be conducted in the following circumstances:

- i) New geographical site;
- ii) Induction of new equipment;
- iii) Induction of new member(s) in the crew.

Safety minutes will be signed by al the members of the drilling crew.

15.4. Safety arrangements:

The following are some of the safety arrangements that should be provided in drilling activities:

- i) All moving parts should be properly guarded;
- ii) Safety harness should be used when working at the high parts of the drilling tower;
- iii) All crewmembers should as a minimum wear hard hats, working suits, safety glasses, rubber boots and cloth gloves;
- iv) All tools used in the workplace should be inspected for defects. Damaged tools should be removed from site.
- v) Loose –end clothes like scarves, yashmags, wide trousers, unfastened overcoats and cloth belts are not allowed to be worn in the workplace.

Enclosure #1

Safety training report

Ref:
Date:

Training main topic:

For the period:

Name of trainer:

Reference and date of memo authorizing the training:

Information and instructions included in the training:

Name and positions of participants:

The signature below is considered as, an acknowledgment that the participant is full aware of the information and instructions mentioned in the training program and as a self obligation to comply to in the worksite.

Name	Position	Signature	Name	Position	Signature

Safety trainer

Enclosure #2

Accident and near miss notification form

Ref:
Date:

Type and location of incident:	
Date:	Time:
Name of site manager:	
Nature of work: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Drilling Wood works Electrical works Others _____	Concrete works Steel works Transportation
<input type="checkbox"/> Masonry works <input type="checkbox"/> Pipe installation	
Brief description of incident:	
Did the incident cause an injury: Yes No (An injury form should be filled if there is an injury).	
Number of injured persons:	
Nature of injury:	
Did the incident cause property damage: Yes No	
Brief description of property damage:	
Name and position of employees present at time of incident:	
Immediate corrective measures taken to rectify the situation:	
Signatures	
Safety inspector	Site manager

Enclosure #3

Injury Report

Ref:
Date:

Name of injured person:			
Age:			
Educational level: reads & writes <input type="checkbox"/> elementary school <input type="checkbox"/> intermediate high school <input type="checkbox"/> Other _____			
Marital status: single <input type="checkbox"/> married <input type="checkbox"/>			
Occupation:			
Location of accident in site:			
Employer <input type="checkbox"/> Hanoudi Co. <input type="checkbox"/> subcontractor _____ Other _____			
Date and time of injury:			
Was the injured person properly informed and trained <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Nature of <input type="checkbox"/> on time <input type="checkbox"/> accident: <input type="checkbox"/> <input type="checkbox"/> equipment chemicals transportation tools electricity other _____ working at height			
Location of injury in body: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> head eyes abdomen back upper limbs lower limbs different centers other _____			
Nature of injury: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> fracture cuts burns scratches & bruises suffocation electrical shock burns bone dislocation poisoning death other _____			
Nature of disablement: <input type="checkbox"/> temporary <input type="checkbox"/> permanent			

Duration of leave / lost time:
How did the accident take place?
Material damage:
Preventive measures:
Signatures
Site manager Medical assistant Safety inspector

Enclosure #5

Work permit

Ref:	Date:	Time:
Location:		
Type of work to be permitted (in details):		
Equipment engaged in the work:		
Name and positions of employees involved in the work:		
Safety precautions:		
We confirm that the above mentioned safety precaution are implemented and will be adhered to during the progress of work.		
Safety inspector	Site manager	Supervisor
Time of work completion:		
Remarks:		